

Approval Not Required Plan Checklist

Applicant: _____

Description of Land: _____

Note: We recommend that this checklist be included with the submittal of the plan. A written explanation for any omissions from these submission requirements should be included if any box for applicant's initials is blank.

Reference	Information Required	Applicant's Initials	Staff Initials
GENERAL REQUIREMENTS			
§175-38A	The plan (see below).		
§175-38A	Form A application.		
§175-9D	Signature of all property owners on Form A application (if not applicant).		
§175-9D	If applicant is not owner: is written statement of nature of applicant's interest in property included with application? (y / n)		
§175-9D	If applicant is a corporation: 1. are corporate documents submitted? (y / n) 2. is applicant authorized to enter into agreements on behalf of the corporation? (y / n)		
§175-9E	Does applicant have (or will obtain) necessary rights to perform work in land of others shown on plan? (y / n)		
§175-12D(7)	Filing fee (\$100).		
§175-38E	Supporting evidence (see below).		
§175-38C(6)	Is a computer disk containing the information required formatted for AutoCAD version 12 included? (See §§ 175-10F and 175-11A(3) of Part 1, Article II of Chapter 175 of the Code of Lexington). (y / n)		

THE PLAN			
General Requirements			
§175-19A	Transparent original on mylar (4 mil. minimum) or tracing cloth.		
§175-12B(4)	One black line or blue print.		
§175-10B	Scale: 1"=_____. Is it a common engineering scale? (y / n)		
§175-10A	Sheet size max = 36" x 24".		
Information Required on Plan			
§175-10C(1)	Title block.		
§175-10C(2)	Name of applicant and property owner (if not the same).		
§175-10C(3)	Name, address, and professional registration stamp of land surveyor.		

Reference	Information Required	Applicant's Initials	Staff Initials
§175-10C(4)	Title for each sheet. If more than one, are sheets numbered?		
§175-10C(5)	Visual scale and north arrow.		
§175-10C(6)	Date of plan, and date of any subsequent revisions.		
§175-10C(10)	Legend.		
§175-38C(1)	Names of the owners of all abutting lots.		
§175-38C(2)	All lots affected by the proposed change in lot line(s).		
§175-38C(3)	All existing and proposed lot lines, lot frontages, lot areas, and easements. Street address and street number, if assigned, for each lot. Identification number for all new lots.		
§175-38C(4)	Street name, width of the right-of-way, and width of street pavement.		
§175-38C(5)	Status of the street along the lots being subdivided. If the street changes from one status to another, is the line at which the status changes shown? (y / n)		
§175-11A(3)(a)[1]	* Location of existing easements or other property rights affecting the development.		
§175-11A(3)(a)[2]	* Location of any sections of the land to which the Town would be granted property rights (if applicable).		
§175-11A(3)(a)[3]	* Proposed division of the property into parcels in private ownership, if any, if it affects zoning provisions.		
§175-11A(3)(a)[5]	* Proposed boundaries of any common open space or usable open space (if applicable).		
§175-11A(3)(a)[8]	* Proposed bounds, markers and/or monuments.		
§175-11A(3)(a)[9]	* Metes and bounds description (if applicable).		
§175-38C(7)	If any if the lots created is a building lot: the location and size of all existing water, sanitary sewer and storm drainage facilities which serve the lot(s).		
§175-38C(8)	Location of all permanent bounds, markers and monuments clearly differentiated as to whether existing or proposed.		
§175-38C(9)	Sufficient space for the signatures of the five members of the Board.		
§175-38C(10)	The words "Planning Board approval under Subdivision Control Law not required", above the space for the signatures.		
§175-38C(10)	A line for the date of the Board's action and the words "The endorsement above is not a determination by the Planning Board as to compliance with the Zoning By-Law." below the space for the signatures.		

SUPPORTING EVIDENCE AND OTHER REQUIRED INFORMATION

§175-38E(1)	Written statement: 1) of the basis upon which approval is not required; and 2) that shows that the criteria in §175-40 are satisfied for each lot affected by the subdivision.		
§175-38E(2)	Small diagrammatic sketch of the existing lot boundaries.		
	Copy of any variance or special permit granted by the Board of Appeals.		
	Is there is a condition that does not comply with the applicable provisions of the Zoning By-Law? (y / n) If yes, the Board may require documentation, by a lawyer's opinion, that such feature is a pre-existing nonconforming condition or is otherwise lawfully created or established.		

INFORMATION RECOMMENDED BUT NOT REQUIRED

§175-38D(1)	Location of all existing structures		
§175-38D(2)	Zoning district and location of any zoning district boundaries which are on, or abutting, any of the lots being subdivided		